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Civil Engineering

**UNACCOMPANIED HOUSING AND
DORMITORY STANDARDS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes and sets forth the policies and responsibilities for sanitation, maintenance, inspection, visitations, and general conduct in the dormitories. This instruction is punitive and applies to all personnel while on Charleston Air Force Base (CAFB). Military personnel who violate the provisions of this instruction are subject to disciplinary action under the Uniform Code of Military Justice. Civilians who violate this directive are subject to administrative action or prosecution by the local law enforcement agencies, as appropriate.

1. Housing Office responsibilities:

- 1.1. Responsible for the management of unaccompanied housing (UH).
- 1.2. Ensures UH is assigned without regard to race, color, religion, national origin, or sex (except to provide privacy between members of the opposite sex).
- 1.3. Provide appropriated fund resources to operate and maintain UH.
- 1.4. Ensure UH meets adequacy standards to include space, privacy, and furnishings for comfortable living.
- 1.5. Develops standardized inspection criteria.
- 1.6. Inspects a sample of unaccompanied quarters at least monthly to ensure standards are maintained.

2. Commander/First Sergeant responsibilities:

- 2.1. Periodically inspect dormitories occupied by unit personnel to ensure established standards are maintained.
- 2.2. Appoint Unaccompanied Enlisted Quarters (UEQ) Manager.

- 2.3. Resolve personnel problems in the dormitory which can not be resolved by the UEQ manager.
- 2.4. Ensure unit members are briefed upon initial room assignment on the requirements of this instruction.
- 2.5. Support the Enlisted Quarters Detail Program.

3. Unaccompanied Enlisted Quarters (UEQ) Manager Responsibilities:

- 3.1. Establish and terminate room assignments.
- 3.2. Schedule, brief, and supervise detail personnel. Provide required equipment, and supplies for cleaning and routine maintenance.
- 3.3. Oversee exterior work. Ensure UH grounds and parking area are maintained according to local directives (if applicable).
- 3.4. Oversee interior work. Ensure common use areas (hallways, bathrooms, lounges kitchens and dayrooms) are maintained according to health, sanitation and safety standards set by unit and base directives.
- 3.5. Inspect, maintain, and care for facilities, furnishings and equipment.
- 3.6. Identify problem areas and correct deficiencies. Inform the commander or first sergeant of dormitory status and exceptions to normal conditions.
- 3.7. Maintain, manage, and account for expendable supplies, furnishings, equipment, and master keys.
- 3.8. Notify Civil Engineer Squadron "Job Control" for emergency (i.e. broken or leaking water pipes) and routine work orders.

4. Occupant responsibilities:

- 4.1. Will lock their room when not occupied.
- 4.2. Will be responsible for routine maintenance and minor repair as would be expected of tenants in private housing of similar type and value.
- 4.3. Maintain individual rooms in a safe, clean, neat and orderly manner. Empty trash and remove refuse daily. Report facility and furnishings maintenance needs.
 - 4.3.1. Will conserve utilities, support energy conservation and recycling programs; follow fire, health, and safety instructions.
 - 4.3.1.1. Unplug hazardous electrical items when not in use (hair dryers, irons, coffee makers, etc.).
 - 4.3.2. Will be liable for loss or damage to rooms, equipment, or furnishings caused by the abuse or negligence of the occupants or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. 2775, reference (j)).
- 4.4. Will inform the Dormitory Manager when away for extended periods, i.e., TDY, leave, etc.
- 4.5. Will immediately notify the Dormitory Manager/First Sergeant/Unit Commander/Security Forces of guests who appear to be residing/cohabiting with a sponsor.

4.6. Quiet Hours: Because of individual variations in work schedules, noise levels of stereos, TVs, radios, etc., will be controlled by the owner so that the device cannot be heard outside of their room. Hallway and lounge activities will be restricted so as not to disturb personnel in their living areas.

5. Restrictions:

5.1. Applies to all dormitory residents and guest to ensure safety, sanitation, and the maintenance of good order and discipline.

5.2. No smoking in bed, common areas, halls, or points of ingress and/or egress to the dormitory (AFI 40-102, para. 2.2.1 & 2.2.6.).

5.3. No weapons or firearms.

5.4. No illegal drugs or paraphernalia.

5.5. No disparaging terms displayed. Those which degrade or connote negative statements pertaining to race, color, gender, national origin, religion or age. These terms include insults, printed material, visual material, signs, symbols, posters, or insignia.

5.6. No under age drinking of any alcoholic beverage.

5.7. No open flame, burning of incense or candles.

5.8. No animals or pets. Exception: aquariums may be maintained for fish.

5.9. No cooking in rooms without designated cooking areas. The use of microwaves is acceptable.

5.10. No personal locks or hasps are allowed on room doors.

5.11. Loud and boisterous conduct is prohibited.

5.12. Furnishings will not block entry from the door straight to the center of the room.

5.13. No gambling or soliciting of any kind.

5.14. Do not remove or relocate furnishings from any room without approval by the UEQ Manager.

6. Visitation privileges: Individuals are authorized to have guests in the unaccompanied enlisted quarters (UEQ) just as they would be allowed in a private home. In order to respect the rights of all occupants, certain regulations and visiting hours must be observed. Visitation hours will normally be 24 hours daily. The commander having custodial responsibility for each dormitory may place restrictions on visitation hours. Commanders may also establish visitor registration procedures.

6.1. Definitions:

6.1.1. Guest--any individual, military or civilian, who does not maintain a room in the dormitory they are visiting.

6.1.2. Sponsor--any individual assigned a dormitory room.

6.2. Prohibitions, responsibilities and conduct of sponsors:

6.2.1. Are responsible for the actions and conduct of their guests.

6.2.2. Will ensure guests comply with the specified quiet hours.

6.2.3. Will ensure the privacy of their guests when they need to use latrines.

- 6.2.4. Will be with their guests at all times while in the dormitory. Guests will not remain in dormitories unescorted by their sponsor.
- 6.2.5. Will ensure guests use good judgment in regard to proper dress, language, and behavior.
- 6.2.6. Will not allow guests to use dormitory laundry facilities.
- 6.2.7. Will not allow guests to store personnel belongings or property in the dormitory.
- 6.2.8. Will not allow guest to reside or cohabit in their dormitory room.
- 6.2.9. Will not permit or host guests under 18 years of age unless they are members of the military possessing a valid identification card or are members of the sponsor's immediate family.
- 6.2.10. Will not permit civilian guest under legal age to drink any alcoholic beverage.
- 6.2.11. In the case of shared rooms, the sponsor will obtain approval of roommates prior to allowing guests to visit. Each sponsor will make sure guests depart promptly upon the request of any authorized occupant.

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